



PUBLIC HEALTH NURSE I,
CORRECTIONAL FACILITY
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January – June and July – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678) and Supplemental Application to:

By mail with: or In person with:
Department of Corrections and Rehabilitation Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545
1515 “S” Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545

If you are personally delivering your application(s), please do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

The Supplemental Application for Public Health Nurse I, CF can be downloaded from State Personnel Board's website at www.spb.ca.gov or CDCR's website at www.cdcr.ca.gov, or a copy can be obtained by calling or visiting one of the institutional personnel offices.

HOW TO APPLY AT SAN QUENTIN STATE PRISON ONLY Applicants interested in employment at San Quentin State Prison may file their application(s) by mail or apply in person between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, at the below address. For questions regarding the examination process, contact the Delegated Testing Officer at (415) 455-5021.

San Quentin State Prison
Attn: Delegated Testing Officer
San Quentin, CA 94964

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited as well as cellphones.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted and processed continuously. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

SALARY RANGE(S) Salary for Adult Institutions as of September 1, 2006

\$7,424.00 - \$9,024.00 per month - This salary range includes pay increases approved by the United States District Court and applies only to Public Health Nurse I's, CF appointed to San Quentin State Prison, Salinas Valley State Prison and the Correctional Training Facility.

\$6,735.00 - \$8,187.00 per month - This salary range includes pay increases approved by the United States District Court and applies to Public Health Nurse I's CF appointed to all Adult Institutions and Division of Correctional Health Care Services, except San Quentin State Prison, Salinas Valley State Prison and the Correctional Training Facility.

Additionally, Bonuses are offered at Adult Institutions as indicated below

- \$1,500.00 (one-time payment) - upon completion of one qualifying pay period (All adult institutions-applies to those appointed new to state service on or after 1/1/03.)
- \$1,500.00 (one-time payment) - upon completion of 6 consecutive qualifying pay periods (All adult institutions – applies to those appointed to state service on or after 1/1/03.)
- \$1,000.00 (one-time payment) - upon completion of 18 consecutive qualifying pay periods (All adult institutions-applies to those appointed new to state service on or after 1/1/03.)

Base Salary (As of July 1, 2006)

Range A: \$4,754.00 - \$5,640.00 per month
Range B: \$5,185.00 - \$6,160.00 per month (with inmate supervision)

Alternate Range Criteria
Range A: This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B: This range shall apply to incumbents in positions approved by the Department of Personnel Administration's and the State Personnel Board's staff as having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates, wards or resident workers who substantially replace civil service employees for a total of at least 173 allocated

SALARY, CONTINUED

hours of inmates', wards', or resident workers' time per pay period. This range may also apply to employees in positions approved by the Department of Personnel Administration's staff as having direct supervisory responsibility over incumbents who meet the conditions stated above.

Exception: Employees in classes that are eligible for the Institutional Worker Supervision Pay (IWSP) Differential shall not be eligible for Alternate Range B.

- BENEFITS
- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
 - \$100 monthly Bilingual Differential Pay
 - 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
 - 75% Reimbursement of Public Transit Passes, \$65 maximum per month
 - Flexible work hours (Management discretion)
 - Pre-tax parking (Where applicable)
 - Fourteen (14) paid holidays
 - Generous paid vacation/sick leave or annual leave
 - Jury duty/military/bereavement leave
 - Health, Dental, Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
 - Pre-retirement death benefit
 - Dependent Care Program
 - Long Term Insurance (CalPERS)
 - Home Loan Program (CalPERS)
 - Employee Assistance Program
 - Evening and Night Shift Differential Pay
 - Up to \$450 annual Uniform Allowance
 - Reimbursement of License Renewal Fees (Actual Cost)
 - Up to 32 hours of paid time off during a two-year period to attend continuing education classes to maintain license
 - Educational funding may be available through the following programs (Contact a Health Care recruiter for additional information):
 - Federal Loan Repayment Program, administered by the National Health Services Corporation offered at selected institutions
 - Health Professions Education Foundation Scholarship and Loan Repayment Program offered at selected institutions
 - California Public Employees' State Safety Retirement System (Exempt from paying into Federal Social Security System)

MINIMUM QUALIFICATIONS

License/Certificate: Possession of a current license as a registered nurse in California and a current certificate as a Public Health Nurse in California. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license and certificate before they will be considered eligible for appointment.)

Special Personal Characteristics: Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.

Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates and/or wards.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

Applicants possessing the required license at the time of application must show number, title, and expiration date on their examination application.

EXAMINATION PLAN

This examination will consist of Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application. See section titled "How to Apply" for information on where to obtain a copy of the supplemental application and other needed materials.

Candidates who meet the "Minimum Qualifications" will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Principles, methods, and procedures of nursing as applied in public health practice, and of preventive medicine
2. Causes, transmission, and methods of control of communicable diseases, including tuberculosis and hepatitis, and sexually transmitted diseases, including AIDS
3. Essential diagnostic and therapeutic problems involved in the control of communicable diseases and sexually transmitted diseases
4. Principles and purposes of public health programs
5. Socioeconomic problems of inmate population including the disabled
6. Long-term effects of chronic diseases
7. Principles of mental health

EXAMINATION PLAN CONTINUED	<div>B. Ability to:</div> <div><div>1. Work effectively with staff, inmates and families in satisfactory solution of health problems</div><div>2. Work autonomously and in collaboration with other health professionals</div><div>3. Establish and maintain cooperative relations with intra- and interdepartmental agencies and other public and private health agencies</div><div>4. Analyze situations accurately and take effective action</div><div>5. Communicate effectively</div></div>
ELIGIBLE LIST INFORMATION	The resulting eligible lists will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the lists in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the lists warrant a change in this period.
POSITION DESCRIPTION AND LOCATION(S)	<div>The Public Health Nurse I is the entry level in this series. Under supervision, incumbents will perform public health nursing services including the prevention and control of communicable diseases and sexually transmitted diseases; epidemiological investigations, teaching inmates and staff prevention of the spread of infection; implementing infectious disease control procedures; participating in conferences on community/public health problems; acting as liaison with State and local county health departments and other appropriate health organizations on infectious disease issues; assisting with the development of policies and procedures on infectious disease issues; and keeping records and prepare reports.</div> <div>Positions exist with the Department of Corrections and Rehabilitation throughout the State.</div>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application.” You will be contacted to make specific arrangements.
VETERAN’S POINTS/ CAREER CREDITS	Veteran’s Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran’s Preference Points. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and on line at www.spb.ca.gov.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Non-promotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran’s Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS